



LEONIDAS RALPH MECHAM
Director

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

LUCIUS H. WEEKS
Acting Chief

CLARENCE A. LEE, JR.
Associate Director

WASHINGTON, D.C. 20544

Procurement Management
Division

May 3, 2000

SUBJECT: JUDICIARY BENEFITS PLAN

RFP NO: USCS-00-5019

ISSUING DATE: May 3, 2000

CLOSING DATE: June 7, 2000

To Prospective Offerors:

The Administrative Office of the U.S. Courts (AO), invites your organization to submit a proposal to furnish the subject requirement for the Federal Judiciary of the United States Government, in accordance with the instructions set forth in Sections B through M of the attached solicitation.

The AO wishes to obtain analytical, advisory, and compliance support services for employee benefit plans and administration of the supplemental benefits plans offered to judiciary employees.

The Request for Proposals (RFP) solicitation document follows the Uniform Contract Format as further described on the Standard Form 33, which is the first page of this RFP.

You are requested to submit your proposals in two (2) separate volumes entitled "Business Proposal - Volume I" and "Technical Proposal - Volume II" in accordance with the instructions contained in Section L, particularly Section L.15 of the solicitation.

Volume I is the only location of your proposal which shall include any pricing data. Volume II shall contain technical substance only. This will ensure that the technical evaluation will be made strictly on the basis of technical merit. In order to ensure complete evaluation of each offeror's technical merit to satisfy the AO's requirements, offerors shall not merely paraphrase the specifications contained in this RFP. It is essential that offerors clearly demonstrate within their technical proposal that they have the capability, experience, and necessary personnel required to furnish the services stipulated herein.

THE CLOSING DATE FOR RECEIPT OF INITIAL PROPOSALS HAS BEEN SET FOR 2:00 P.M., EASTERN DAYLIGHT TIME (EDT), Wednesday, June 7, 2000. Proposals received after this date and time will be considered late and will be subject to the following provisions:

1. Any proposal received at the office designated in the solicitation after the exact time specified for receipt of offers will not be considered unless it is received before award is made and --

(A) It was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);

(B) It was sent by mail (or telegram or facsimile, if authorized) or hand-carried (including delivery by a commercial carrier) if it is determined by the Government that the late receipt was due primarily to Government mishandling after receipt at the Government installation;

(C) It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays;

(D) It was transmitted through an electronic commerce method authorized by the solicitation and was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(E) There is acceptable evidence to establish that it was received at the activity designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers, and the Contracting Officer determines that accepting the late offer would not unduly delay the procurement; or

(F) It is the only proposal received.

An original and two (2) copies of Volume I and an original and seven (7) copies of Volume II, signed by an official authorized to bind the offeror, shall be submitted to the following address:

Administrative Office of the U.S. Courts
OIS-PMD-PACB, Suite G-400 North
1 Columbus Circle, N.E.,
Washington, D.C. 20544
ATTN: Larry B. Postell, Contracting Officer

Offerors should carefully read the entire solicitation package before submitting an offer. However, you should pay particular attention to the following clauses and instructions:

1. Section K of the RFP must be completed in its entirety.
2. Section L.15 describes in detail the required content and format of your Business and Technical Proposals.
3. Section L.4 describes in detail the Government's intention for contract award.
4. Section M describes the evaluation factors for award of contract.
5. **Vendor questions, pertaining to any portion of the solicitation, must be submitted in writing, to the attention of Larry B. Postell/Contracting Officer no later than 4:00 P.M., local time, Friday, May 12, 2000. It is also highly recommended that any questions be e-mailed to “JPS_Team @ao.uscourts.gov”, with a hard copy mailed to the attention of Larry B. Postell/Contracting Officer at the above address.**

The Contracting Officer assigned cognizance of this procurement is the undersigned. Your attention is invited to the fact that the Contracting Officer is the only individual who can legally commit or obligate the Government to an expenditure of public funds should a contract result from this Request for Proposals.

Prospective offerors are cautioned against discussing the preparation of their proposal or technical questions with any Government personnel, other than the Contracting Officer. The circumstances of such a contact, when verified, may result in non-consideration of the offeror's proposal. Discussions

with Government technical personnel concerning the specifications, the documents incorporated by reference, cost and pricing, or any other technical matters are strictly forbidden. Accordingly, all communications, prior to submission of your offer or an award, shall be directed to the undersigned at telephone number (202) 502-1330

Please note that Attachment I is a "NO PROPOSAL FORM". If you do not intend to submit an offer, you are requested to please complete and return the "NO PROPOSAL FORM" to the above address or **FACSIMILE to the attention of Larry B. Postell/Contracting Officer at (202) 502-1066.**

Sincerely,

Linda L. Round
Contracting Officer

Attachment

ATTACHMENT I

NO PROPOSAL TO BE SUBMITTED FOR THE FOLLOWING REASON(S)

_____ Cannot comply with specifications

_____ Cannot meet deliver/performance period requirements.

_____ Other (please specify)_____

NAME AND ADDRESS OF COMPANY:

Employee Benefits Advisory and Administrative Services
RFP USCS 00-5019

SIGNATURE

DATE

PRINTED NAME

TITLE

PLEASE RETURN TO:

ADMINISTRATIVE OFFICE OF THE U.S. COURTS
CONTRACTS DIVISION, OFSAS-PMD-PACB, SUITE G-400 NORTH
1 COLUMBUS CIRCLE, N.E.,
WASHINGTON, D.C. 20544
ATTN: LARRY B. POSTELL, CONTRACTING OFFICER